# BRICKS EARLY LEARNING CENTER

505 NE 18th AVE Homestead, FL 33033

Serving our growing community of Homestead, FL

## Building Readiness In Children Keeps Smiles

### Our Mission

We believe that Building Readiness in Children Keeps Smiles which is conducive to developmental success. Each child's emotional, social, physical, cognitive, and creative development requires ongoing nurturing which is our number one objective!

Accredited Professional Preschool Learning Environment APPLE

Florida Department of Children and Families Gold Seal Quality Care

USDA

Step Up for students



License # CIIMD2553

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# Welcome

This handbook is intended to provide awareness of our policies and procedures. Please know, our team is on a constant mission in making sure your child is cared for in a safe, positive learning environment!

# Our Vision

Welcome to our Early Learning Center! Thank you for your interest in becoming part of a crucial team that will pave the way and build the foundation to an outstanding program! Our faculty, staff, and parents are all responsible for providing our diverse early learners with a clean, safe, and loving learning environment as well as, discipline, integrity, and knowledge necessary to succeed and become self-directed members of an increasingly complex society.

Together we will provide an abundance of valuable educational skills that are essential for our children's future as well as our professional growth. Now is the time, we will make a positive impact on our early learners as this is the time their young minds are like sponges and they are ready to build and increase language/literacy skills!

We are the builders of the bridges that link us to schools, to communities, and to all systems dedicated to the work of caring for and about young children.

Remember that being a professional means that we shall always respond gracefully rather than defensively.

Sincerely,

Nicole Rodriguez

Director

# Requirements for Enrollment

**For the One Year Old room: the requirement is 12 months of age and ability to walk.*
***There are no PACIFIERS or BOTTLES permitted for ANY age.*
****3-year-old children and up must be fully potty trained.*
*****All Children must be of age by September 1st.*

***For Parent to fill out and sign:***

____ Application for Enrollment

____ Billing Preferences

____ Discipline Policy

____ Shutterfly Authorization Form

____ Photograph and Video Permission

____ Consent Food Form for School Activities

____ Influenza Virus Brochure

____ Parent Release-Sunscreen and Repellent

____ Authorization for Medication

____Allergy Health Care Plan

____Child Food Program Application

____ Parent Handbook Affidavit

***For parents to provide:***

____ Vaccination Form (White form from Pediatrician)

____ Physical Form (White form from Pediatrician)

____ Copy of Birth Certificate

____ Copy of Parent Identification

____ VPK Certificate of Eligibility (if applicable)

____ School Readiness Eligibility (if applicable)

# Non-Discrimination Policy

All children have an equal opportunity for admissions without regard to their race, religious creed, color, national ancestry, physical disability, mental disability, medical condition, sex, or any other special needs.

# American with Disabilities Act - ADA

The American with Disabilities Act prohibits discrimination against qualified individuals with disabilities in the job application procedures, hiring, firing, advancement, compensation fringe benefits, job training and other terms, conditions and privileges of employment.

# Hours of Operation | Ages accepted

We are open from 7:00a.m.-6:00 p.m., Monday-Friday.

We offer care for children ages 2 months - 4 turning 5. (VPK).

# Office Hours

The Front Desk will be open from 7:30a.m.-5:00p.m. If there is an emergency before or after these hours you may email the director beginning at 7:00a.m.. and no later than 6:00p.m.

Director@brickselc.net

*However, if it's during front desk hours, please call the main line or your child's teacher through the Brightwheel App*

*Our teachers are not required to respond on weekends in our app, nor are they required to answer after 6:00pm. If there is an emergency on the weekend, please email us.*

# Attendance Policy & Arrival/Dismissal Procedures

## 2025-2026 School Year

During a child's earliest years of their life, their cognitive, emotional, social and physical development is growing rapidly. With that being said, it is of the upmost importance to maintain punctual attendance throughout the school year. It is very important that they attend school daily!

If your child has **School Readiness**, they are allowed 3 excused absences per month. You must provide proper documentation for illnesses, family emergency, death in the family, appointments, court documents or any other excusable absence at the director's discretion.

If your child is in our **VPK classrooms**, they are allowed 2 excused absences per month and the same process for excusing absences in the above statement. If they have both School Readiness and VPK, a parent must follow VPK guidelines. If your child is a **VPK** student and has *more than 10 absences for the school year*, they're in jeopardy of termination from BRICKS due to excessive absences. **VPK** has days throughout the year that are listed as **NON-VPK** days. Each family will receive a yearly calendar with the following days our center remains open but is listed as a **NON-VPK** day. We encourage families to continue bringing their children on these days, so their routine is not disrupted and preparing for kindergarten is maintained. The cost out of pocket will be $40 per day for the allotted VPK hours.

Please adhere to deadlines and redeterminations for **School Readiness** through the Early Learning Coalition.

Children may arrive as early as 7:00 am. Breakfast will begin promptly at 7:50 am. Parents please have your child to school no later than 8:00 am if they will be eating breakfast. ALL children need to arrive by 8:30 a.m. Opening circle and morning routines will begin promptly at 8:30 a.m.

There is no grace period for tardiness. **Late fees are $2.00 per minute**.

Children participating in the FULL-DAY program WILL prepare for nap. **No pick up during nap.**

It is of the UP-MOST IMPORTANCE, that whoever is dropping of your child in the morning, signs into the correct sign in binder and at the **barcode station**. Every family will be able to sign in their child electronically with their phone through the bright wheel app, however if your child has a School Readiness, it is our policy they MUST be signed in the binder as well.
Your child will not be allowed to move on to their classrooms until they are signed in. Parents, this is a policy put into place to ensure our classroom ratios and the **SAFETY** of your loved one.
There will be a binder in the front entrance of the school clearly labeled SCHOOL READINESS. ALL students will be in alphabetical order by last name, in the proper binder. Whomever is picking up your child, MUST sign them out each and every day.

***Please understand, if you are late picking up your child after 6:00pm, there is **a $2.00 per minute fee from 6:00-6:15, $3.00 late fee per minute from 6:15-6:30, $4.00 late fee per minute any time after 6:30pm. This is our *Late Pick-Up* Policy.** For example, for a 6:15pm pick up, there will be a $30.00 fee applied to your account.

All parents and guardians are expected to check in their child through Brightwheel at the time of arrival. If your child receives any form of scholarship, including School Readiness, the attendance form must be signed immediately upon drop-off.

Your child will not be allowed to. move on to their classrooms until
they are signed in. Parents, this is a policy put into place to ensure our classroom ratios and the **SAFETY** of your loved one.

B.R.I.C.K.S Early Learning Center **DOES NOT** have a drive-through arrival or dismissal program. Parents, please do not drive up ( in the no parking zone) to pick up your child, you must park in our parking lot or in the side lot.

Please note that any minors under the age of 18 (even if they are siblings) will not be able to drop off/ pick up your child.

Once a child is picked up for the day, they may not return.

## Accident Report Policy upon Arrival

For proper precaution and communication purposes, if your child arrives at B.R.I.C.K.S ELC with any visible abrasion or bruise, it will be documented, signed, timed, and dated by whomever brings the child in on that particular day. A photo will be taken and documented in the BrightWheel APP. Upon pick up, parents will also receive an incident report to sign.

## Registration Fee

A yearly **NON-REFUNDABLE** registration fee of **$275.00** and **$120 curriculum fee (cash only)** is due upon enrollment.

**Under No Circumstance** is this registration fee for *School Year* nor a *Summer registration/activity* fee refundable.

# Tuition

| AGES/ROOM | FULL TIME RATES 7:00AM-6:00PM |
|---|---|
| Infants | $478.00 **Biweekly** |
| One's | $418.00 **Biweekly** |
| Two's | $408.00 **Biweekly** |
| Three's | $398.00 **Biweekly** |
| Four's and Five's **Private** | $398.00 **Biweekly** |
| **VPK Certificate Holders** (All children 4 years old by September 1st are eligible. It is not income based.) | $356.00 **Biweekly** |

***Your child's tuition includes 3 three meals: breakfast, lunch, and snack.**

*There will be a reoccurring charge of $1.75 on your child's statement, every two weeks. This is a tech fee issued through Brightwheel for app use and maintenance.*

# Tuition Payments

Tuition payments must be made on a Bi-Weekly basis and are due every other Monday. **Payments NOT received by Tuesday at 12:00pm, will incur a $15.00 late fee per day per child**. The program will not be able to hold a child's place if payment is more than a week late. Tuition **MUST** be paid even if your child is out for a week on vacation, etc. to ensure their spot. We will **NOT** hold spot if tuition is not paid for these reasons.

**No personal checks accepted**. ACH (automatic) withdraw from your bank account or credit card of your choice on file through BrightWheel.

# Brightwheel and Communication

BRICKS Early Learning Center will be using an App called Brightwheel to communicate and update parents throughout the day with pictures of lessons taking place, reminders, incident and accident reports, and eating and sleeping habits. This is a great way for us to document your child's progress and you to feel at ease with your child's daily routines. You will also be able to send your child's teacher messages directly through this App. Parents or Legal Guardians are the only people allowed to have full access to a child's daily routine and timelines. In the event that the system is down, we will be using paper documentation.

**Automatic Tuition** withdraws will be completed through this software.

We will keep our families updated with themes, special presentations, menus, etc. through Brightwheel.

If you have any concerns, you may email the center. Please allow up to 24 hours for an adequate response se. Again, if it's an emergency, you may email the director.

Info@brickselc.net (Please include a clear subject and your child's room #)

# VPK

The VPK program starts on August 14th and ends on May 30th. The Director will send a newsletter with these exact dates on a yearly basis. The school calendar will also be posted on our website.

www.brickselc.net

**If there is a balance remaining on your child's account, they will not be allowed to participate in VPK Graduation.

The VPK program will be using the curriculum *Abeka and Scholastic's Big Day for Pre-K.*

# Withdrawal

***Please provide the center Director, Mrs. Nicole Rodriguez at least two weeks prior to withdrawing your child from the program. This is requested in a timely manner so we may have time to provide you with any necessary documentation for a transfer.

**Failure to notify us of withdraw in 2 weeks, makes you ineligible for tuition reimbursement of the partial/entire biweekly invoice.**

School Readiness withdrawal- If your child receives School Readiness, and they are absent five or more consecutive days, and BRICKS has not been notified by parent or guardian, the child will automatically be withdrawn.

VPK Students will be automatically withdrawn if attendance contract is broken.

# Confidentiality Policy

All information and records regarding children, families, staff members, center business that may be sensitive is confidential. For reasons of liability and professional ethical standards, information concerning the above is confidential and must never be discussed among staff members, parents and their family or friends.

# Tropical Storm | Hurricane Policy & Procedures

In the event of one of the above Natural Disaster, BRICKS ELC will follow Miami-Dade County Public Schools closure dates. Once BRICKS Administration has made a decision to close, Director Nicole Rodriguez will then notify all parents and partnering entities via email of our closures. These parties include USDA, our contracted caterer, The Early Learning Coalition & DCF. We will also post this information on our website and all social media outlets. We will provide all of our families a list of local shelters they may seek out during a storm. After the passing of the disaster the Owner Ron Khawly and Director Nicole Rodriguez will assess all damages if any to our property. We will notify our parents by phone and or via Brightwheel with updates on reopening. We will only reopen in the event that it is safe for our children and we may return to our normally scheduled routine, i.e. utilities are running at 100% and our grounds may be secured at all locations on the property such as gates and locks. A full assessment of the facility both indoors and outdoors will be checked for any hazardous debris left by the storm. We will then notify all partnering entities above of the date we will reopen.

# Emergencies in the Classroom

In the event that there is an emergency in your classroom that requires immediate attention of an administrator, teachers use the phone system and buzz the office. Under no circumstance will the class or a child to be left unattended.

During the school year, it is mandated that BRICKS conduct emergency lock-down drills. Teachers are to close/lock their doors, close windows and curtains, and instruct the children to crouch inside the classroom bathroom or closet.

# Accidents / Injuries in the Classroom or Outside

In the event that there is an emergency in your classroom that requires immediate attention of an administrator, please use the phone system and call the office. Under no circumstance is the class or a child to be left unattended. You may also use your radio and signal that there is a CODE GREEN in your location whether on the playground or classroom. State your location as well.

Code Green

BRICKS ELC has established a code GREEN in case of a medical, injury, or violent behavior issue in a designated area, inside or outdoors.

For example, when a child should not or cannot be moved due to but not limited to, injury, seizure, violent behaviors...the lead teacher in the room or area, will come over the radio stating CODE GREEN and the LOCATION. They remain with the child, the assistant remains with the other children keeping them together isolated away from the incident, and a floater or receptionist will immediately assist the ASSISTANT in the classroom for ratio purposes. If immediate First Aid care is needed it is the job of the lead teacher to perform that task. The Director or next in command will immediately go to where the emergency is taking place and make the determination of what needs to be done next. Every situation constitutes different measures. In the case of a medical emergency, 911 is ALWAYS called first.

Emergency numbers are posted next to all phones at the faculty.
During the school year, it is mandated that BRICKS conduct emergency lock-down drills. Teachers are to close/lock their doors, close windows and curtains, and instruct the children to crouch on the floor under the tables.

***School-wide Emergency Procedures***

***Code Red- will be determined by first in command at the time of the incident and may include but are not limited to tornados, suspicious individuals, or unauthorized attempts to pick up a child.***

In the event a situation arises this requires the securing of the building, the code **"Code Red"** will be issued through the telephone intercom system by the administration or designee. If this code is given, the following procedures must be adhered to: (see page 13)
**Infants-** Lock all doors, hide behind baby gate and kitchen door leading to kitchen.
**1-year old's**- Interior Middle Bathroom, shut classroom door behind them. Lock bathroom door. Teachers will bring, radio, roster, first aid, snack.
**2-year old's**- Lock down doors & windows, turn off lights and any technology- go to classroom closet.
**3-year old's**- Bring radio, roster, and first aid kit, -Report to ADA Bathroom Building I turn off light and lock the door.

**4-year old's**- Make sure all exterior doors are locked, lights are out, go into 1 bathroom and lock the door. Bring radio, roster, and first aid kit.

**ALSO,** please have a cell phone with you to communicate through our WhatsApp in the event radios may not be used.

1. If there are any classes outside during recess, the class must proceed to the closest classroom.
2. A complete supervision schedule is in effect in emergency situations and during fire drills. Personnel will patrol the building: main entrance/ front of the school, field area, and parking lot.
3. THE ADMINISTRATION TEAM with hold the responsibility of lights and locks for building one.
4. In case of emergency, administration will notify the Police and Fire Rescue, if necessary.
5. When the situation has passed, the code **"All Clear"** will be given over the telephone intercom system by the director or designee. This code signals the return to a normal schedule.

# Reporting Child Abuse

Telephone: 800-962-2873 (1-800-96-ABUSE)

Florida Relay 711

TTY: 800-453-5145

This toll-free number is available 24/7; counselors are waiting to assist you.

**Telephone** Call 800-962-2873.

**Phone Options**

**Press 1** to report suspected abuse, neglect or abandonment of a child

**Press 2** to report suspected abuse, neglect or exploitation of the elderly or a vulnerable adult

**Press 3** to verify the identity of a child protective investigator who recently visited you

**Press 4** for information/referrals to other services in your local area.

Be prepared to provide specific descriptions of the incident(s) or the circumstances contributing to the risk of harm, including who was involved, what occurred, when and where it occurred, why it happened, the extent of any injuries sustained, what the victim(s) said happened, and any other pertinent information are very important. Information callers should have ready includes:

- Name, date of birth (or approximate age), race, and gender, for all adults and children involved.
- Addresses or another means to locate the subjects of the report, including current location.

- Information regarding disabilities and/or limitations of the victims (especially for vulnerable adult victims).
- Relationship of the alleged perpetrator to the child or adult victim(s).
- Other relevant information that would expedite an investigation, such as directions to the victim (especially in rural areas) and potential risks to the investigator, should be given to the Abuse Hotline Counselor.

To make a report, via fax, please send a detailed written report with your name and contact telephone or FAX contact information using the Florida Abuse Hotline's fax reporting form to: 800-914-0004.

# Illness

A child with symptoms of contagious illness may not attend school. Any sick child should be reported immediately to the staff. Parents must pick up their child with fevers greater than 99.5 degrees and/or consistent symptoms of illness. Symptoms of sickness are below, but not limited to:

- Severe barking cough
- Pink eye
- Difficult or rapid breathing with or without cough
- Exposed skin lesions
- Diarrhea-2 or more times
- Vomiting- 2 or more times
- Eyes that are yellow or skin that may appear yellow
- Stiff neck
- Dark urine
- Gray or white stool
- Fever over 99.5 degrees, per CDC this is considered a low grade fever.
- Green mucous coming from the nose or being coughed up
- Any symptoms reflecting those of the Coronavirus

*The local health unit will be immediately notified when there is suspected outbreak of a communicable disease, for example chicken pox.

*** We will NOT administer Tylenol or Motrin or any other fever reducer to a child that has knowingly come to school ill. If your child is running a fever they need to stay home and get well.**

****. As of August 23rd 2021, BRICKS ELC will no longer administer and Albuteral treatments or any treatments using the nebulizer for sick children.**

# Medication Policy

The front desk manager, teacher, director, or afternoon manager will administer prescription medications **ONLY** if parents completed the "**Authorization for Medication Form**". Medicine must be kept UNDER LOCK AND KEY. Specific directions are in the parent handbook and a sample Medication release form is at the front desk, as well as on the website

B.R.I.C.K.S. ELC holds the right to discontinue administration of medication to any child. All medication MUST be in the original container with the child's name, name of the physician (prescribed medication) mediation name and most important, and medication directions written on the label. Non-prescription medication brought in by the parent/guardian can only be dispensed if there is written authorization form the parent/guardian to do so. All medication shall be dispensed according to written directions on the prescription label or manufacture label. Again, if any of this information is missing, B.R.I.C.K.S. ELC staff has the right to refuse dispensing the medication. Medication which has expired or is no longer being administered shall be returned to the parent/guardian. It is the staff member's responsibility to check diligently that the medication is administered primarily in accordance to a doctor's prescription and/or manufacturers label and the parent/guardian's guidelines.

*Keep in mind if your child has a fever of 99.5 or above and needs to be given a fever reducer, it is our policy that they may not attend our learning center until the fever has subsided for a minimum of 24 hours.

# Security

There are security cameras in all classrooms and all around the outside of the premises. All visitors must buzz in at the front entrance only. This door will remain locked at all times. Remember that all unrecognized adults coming in to pick up children, **MUST** show ID to the front desk before signing out a child.

## Privacy Considerations:

As long as the footage isn't being broadcast for profit and access is controlled, there's no need to blur faces. Parents see the other children in their child's classroom when they're picking up and dropping off, so video feeds don't need to be edited. However, in the incident of involving anther child, our center reserves the right to withhold video due to the privacy of the other child and family.

Cameras shouldn't be placed anywhere in the center where a child or anyone else could have a reasonable expectation of privacy. This includes bathrooms, changing rooms, locker rooms, private offices, etc. Cameras should only be placed in public places such as playgrounds, classrooms, kitchens, dining areas, parking lots, and entryways. The cameras should be conspicuous.

Parents and employees should be notified about the cameras in the facility. It's best to make it as obvious as possible that the premises are under video surveillance. Child registration documents include a notification about the cameras and a waiver/release of images of the child. Employment documents should include information about the cameras and that there's no expectation of privacy in the workplace for employees. Our center shall never install fake cameras to give the illusion of monitoring.

## Preserving Footage:

There's no real law requiring childcare facilities to keep video footage for a certain period of time; however, the center should make a policy and follow it consistently in all situations. For example, our facility can store the footage for 30 days and then record over it with new footage. However, we only store footage for 1 week.

Typically, when a system doesn't allow parental access, it's designed for administrators to view employee actions, not the children. Directors/owners should be the only ones to view this footage since the systems are designed for internal purposes. Facilities don't have to allow parents to view videos in this situation.

# Ratios

| AGES | RATIOS |
|---|---|
| Infant/Toddlers- One-Year-Old | 1:3-4 |
| Two-Year-Old | 1:3-5 |
| Three-Year-Old | 1:7-9 |
| Four-Year-Old | 1:9-11 |
| Five-Year-Old | 1:9-11 |
| School Aged | 1:15 |

# Mixed Ratios

| | |
|---|---|
| **Under 2 Rule** | Staff must use the youngest aged child's ratio |
| **Mixed group older than 2** | Staff must use the majority age group ratio |

*These ratios are in accordance to A.P.P.L.E standards for accreditation which meet and surpass what is required by DCF.

# Hand Washing Policy and Procedures

To prevent the spread of communicable diseases, all staff must adhere to mandated hand washing procedures. Staff members, teachers, parents, and visitors must wash their hands in the following situations.

- Upon arrival-First thing upon entering the classroom
- After using the restroom
- After assisting a child with the restroom
- Before and after diaper changing routines
- After wiping a child's nose
- Before handling food or serving utensils
- Before and after eating
- Before and after visiting another classroom
- After handing items that may be solid with body fluids, fecal matter, blood, saliva, vomit, urine, or discharge from eyes and nose
- After handling any animals
- After coming in from the play ground
- After cleaning procedures
- Before putting on gloves to conduct first aid or to clean up
- After completing first aid
- Before and after administering medication

# Curriculum

The curriculums we will be using to guide your children are listed below.

***Mother Goose-*** This curriculum will be used in our 1, 2, and 3- year-old rooms. It is research based and State Aligned with many curriculum benefits including, a skill-based approach, art infusion, STEAM projects and family connections. It truly nurtures the whole child and supports social-emotional, physical and intellectual growth.

***The ABeka Curriculum-*** for 4's (VPK), which paves the way for not only language and social skills, but phonics, literacy, and number learning as well.

***STEAM*** (**S**cience, **T**echnology, **E**ngineering, and **M**ath)-key comments for development in such a fast-paced society for all ages.

*Your child will be taking part in gardening, engaging in technology, building, and counting. STEAM concepts take the four listed subject areas above and intertwines them into real-life experiences.

**Scholastic Big Day for Pre-K-** This is an additional curriculum used in our VPK classrooms.

# Assessments

ALL 4-year-old VPK students will be assessed 3 times a year through state provided assessment tools. Your child will be assessed individually by their teacher. These assessments are done in the beginning of the school year, middle of the school year, and end of the school year. They provide your teachers a starting point, information on academic progress and gains, and allow for the teachers to implement intervention in any area your child might be struggling in. At the end of the year, the pre-kinder assessment provides data allowing for accurate measurement for Kindergarten preparedness.

***Children who have the School Readiness program will receive an ASQ-3 and ASQ-SE2 assessment by the parent within 45 days of enrollment or redetermination. These need to be completed BY THE PARENT electronically.**

# Conscious Discipline

**B.R.I.C.K.S Early Learning Center will be implementing The Conscious Discipline Philosophy.**

It integrates social-emotional learning, discipline and self-regulation so you spend less time policing behaviors and more time teaching vital life skills.

We will **not** be using the term, "time-out" in our center. We will be using the term "safe-place" instead. This program teaches them ways to cope with their natural feelings and the teachers to use positive discipline in an effort for your child to regain focus instead of becoming discouraged and acting out for attention.

# Uniform Policy

ALL Uniforms **MUST** be purchased **ONLY** at Miami Uniform (9851 E Fern St, Palmetto Bay, Fl 33157) and have the logo on tops and bottoms.

Monday - Thursday:

One's: School T-shirt with ANY full elastic bottoms.

Two's - VPK: **MUST** wear polos with logo and bottoms with logo.

Friday: T-shirts with any bottoms.

**CLOSED TOE SHOES AT ALL TIMES! NO CROCS ALLOWED.**

Any student who is not in uniform is subject to the consequences. It is the parent's responsibility to read any updates made in the handbook on our website www.brickselc.net.

# Guidelines for Parent Involvement and Volunteering

To Our Parents, Guardians, and Families of BRICKS:

We strongly encourage parent involvement throughout the year! This includes, assisting your child's teacher with bringing in added supplies for classrooms or projects, working with your child's teacher to ensure social and emotional growth is occurring, staying up to date with our newsletters and calendars, participating in school wide activities on a special day such as TRUNK-O-TREAT, washing your child's hands upon arrival and paying close attention to their dietary needs, etc.
However, if you'd like to volunteer on an individual basis in your child's classroom where you would have interaction with other children throughout much of their day, we require a **Level 2 Background Screening as set forth by DCF**. Our director may assist you on how to get this done, however, it will be at the expense of the parent/guardian.

Thank you for your support!

# Nap Time

Nap supplies will be washed on a weekly basis on-site with free and clear, hypoallergenic detergent. There will be no need to take-home nap supplies. The cots will be sanitized on a weekly basis as well.

Nap time is from 12:00pm to 3:00pm depending on your child's age group. Please refer to your child's classroom for their exact nap time. Your child will not be forced to sleep. We understand that all children will not sleep. We ask that you encourage your child as we will do the same, that if they

are not able to fall asleep, they need to remain on their cot for quiet time. They will be allowed to read books.

We kindly ask parents to refrain from picking your child up during nap time. Only in a ***TRUE EMERGENCY***, will we allow pick up during nap time.

*If children are in cribs, bottles, toys, and bumpers will not be allowed. We also have a BACK to sleep policy.

**All children are supervised during nap time whether asleep or awake.

# Field Trips

For the safety of our students, B.R.I.C.K.S Early Learning Center will not be participating in off-site field trips. We will bring curriculum enhancement activities and outside vendors to us. For example, The Little Farm will come to our center rather than us going to them.

# Child Care Food Program

Research shows that well-nourished children are healthier, more attentive, and have better mental performance than children who are under-nourished. Findings also indicate that children served by the Child Care Food Program (CCFP) eat healthier food than children who bring food from home. The CCFP helps child care facilities implement "best practices" to ensure children have access to a variety of nutritious foods for healthy growth and to reduce obesity risk.

BRICKS ELC will be participating in this program. Each child will have breakfast, lunch, and snack provided every day. If your child has any health condition or allergy that will not allow them to eat what is provided, proper documentation must be filled out. These exemption forms will be available at the front desk with our Managers. If the child has an approved form and needs to bring food from home the food must be sent in a clear Ziplock disposable bag and labeled with first and last name. BRICKS has the right to refuse any foods from home that are not age appropriate or follow nutritional guidelines. The menu will be posted on our website, in the front office, and in your child's classroom. Please check it for any potential allergies.

BRICKS WILL NOT accept any meals from home without medical documentation signed by a doctor. Please ask the front desk for Medical Documentation Form. NO LUNCHBOXES

***No gum or candy allowed from home!***

# Birthday Parties

If you would like your child to celebrate their birthday at school, please coordinate with their teacher at least one week prior.

**ONLY** store bought, **sealed** products are allowed.

Absolutely **NO PEANUT** or **NUT** products! Teachers will check allergy list in classrooms when products are brought in.

# Television and Videos

There might be minimal occurrences where a video relating to your child's curriculum will be viewed. If for any reason a movie will be viewed at a G -rating, a permission slip will be sent home first.

# Onsite Speech and OT Screenings

In the beginning of the school year, with signed permission, your child may be screened by a licensed speech pathologist and licensed occupational therapist for any potential developmental delays. Please let us know if you have any concerns. In an effort to improve any delay, and with your child qualifying for services, onsite speech and occupational therapies will be available onsite.

# Playground Rules

Applies to both playgrounds at all times during B.R.I.C.K.S Learning Center hours:

**Swings**

1. All children must swing on their bottoms only with a teacher or assistant within reach; No exceptions!

2. All students must hold tight and face east on the Toddler Playground & West on the Preschool Playground when swinging.

3. Under no circumstances can any child walk behind the swings while in use.

4. The level/height of the swings must not be altered, if there is an issue please let the director or afternoon manager know.

5. No child may push another on the swings.

### Slides

1. Only one student at a time, climb up the stairs and slide sitting down

2. No child may climb up the slide in the opposite direction.

Chain ladder & Rock wall

1. Only one child at a time.

### Play Sets

2. If children are playing on top of the play sets, a teacher must be within reach.

3. The same goes for the seesaw and balance beam on preschool playground.

4. Children may run freely and are encouraged to make use of grassy play space.

5. All children must remain in fenced in area at all times and under no circumstance are to speak to anyone from the public who may come close to the fence. (Barriers and wood fencing are in place so this should not be an issue)

# Lice Policy

BRICKS Early Learning Center has a mandatory LICE Treatment Policy. If your child is found with knits, eggs, or live/dead lice during their time here at BRICKS, they must be treated by a professional company such as Lice Troopers and receive a certificate of clearance from them in order to return to school. Home treatment and a doctor's note will no longer suffice. Information is in our front office.

### Other

1. No gum or candy brought in from home.

# Biting Policy

At BRICKS Early Learning Center we provide a safe and loving environment for children. Biting is a very common behavior among children birth to three years of age. Unfortunately, sometimes biting occurs. It is not uncommon nevertheless, some children communicate through this behavior. For many toddlers, the biting stage is just a passing problem. However, biting can be harmful to other children. Our goal is to help identify what is causing the biting and resolve these issues. If a biting incident occurs, both the parents of the child bitten and the child biting will be informed.

When biting occurs, the staff's job is to provide first aid to the bite.

Why do children bite:

- Experimental biting
- Teething discomfort
- Becoming independent
- Using muscles in new ways
- Is learning to play with other children
- Is frustrated in expressing his/her needs or wants, such as mother returning to work, a new baby, or parents separating.

For children bitten:

- Staff will separate the child that was bitten from the biter and comfort him/her
- Intervene immediately
- The area is cleaned with soap and water and if skin is broken it will be covered with a bandage
- Parents are notified and an accident report will be written or sent through BRIGHTWHEEL

For child biting:

- The child is told not to bite. Explain that biting hurts. Tell the child "No biting, biting hurts, or I don't like it"
- The child is placed in "Safe Place" for no longer than the child's age. (one year old= one minute)
- Parents are notified and an incident report is written or sent through BRIGHTWHEEL.
- Reinforce positive behaviors

If biting continues we will:

- Meet with the parents of the child who is biting and discuss how the behavior may be modified
- Have the shadowed to monitor behavior
- If a child bites numerous times, a conference will be held to discuss the next steps
- However, should this continue without improvement, we must take further steps to ensure the safety of the children in our care

# Expulsion Policy

Unfortunately, there are reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

Child's Actions for Expulsion

Failure of child to adjust after a reasonable amount of time.
Uncontrollable tantrums/angry outbursts.
Ongoing physical or verbal abuse to staff or other children.
Excessive biting, hitting, and/or kicking.

Parental Actions for Child's Expulsion

Failure to pay/habitual lateness in payments
Failure to complete required forms including child's immunization records.
Habitual tardiness when picking up your child. Verbal abuse to staff.

Immediate Causes for Expulsion

The child is at risk of causing serious injury to other children or him/herself.
Parent threatens physical or intimidating actions towards staff members.
Parents exhibits verbal abuse to staff in front of enrolled children.

# STRIKE POLICY

## BRICKS Behavior & Strike Policy

At BRICKS, we are committed to fostering a safe, respectful, and nurturing environment. We understand that children are still learning how to manage emotions and behaviors. This policy outlines the steps we take to support positive development while ensuring the safety and well-being of all children and staff.

**Behaviors Subject to the Strike Policy:**
The strike system may be applied to the following behaviors, though not limited to:

- Excessive hitting or kicking.
- Excessive screaming/tantrums
- Violent or aggressive actions
- Use of inappropriate or offensive language
- Behavior that endangers the safety of other children or staff
- Intentional self-harm or self-inflicted injury

Our goal is to redirect these behaviors constructively and maintain a safe and nurturing environment for everyone.

**Strike System & Resolution Steps**
Strike 1-2: Gentle Intervention & Parent Collaboration

- The child will be guided to a designated Safe Place for age-appropriate calming and redirection.
- A Parent-Teacher Conference: during this meeting, the Strike Policy will be explained, and parents/guardians will be asked to sign a Strike Policy Acknowledgment Form. **All strikes will be documented on our Brightwheel app.**
- Each future incident will be assessed and documented as an additional strike, based on its severity.

**Strikes 3-4: Ongoing Monitoring & Support**

- Continued use of Safe Place and redirection strategies.
- Parents will be notified of each new strike and updated on the child's progress.
- A second Parent-Teacher conference may be held if behaviors persist or escalate with the parents/guardian, teaching team, and program director.

**Strikes 5-6: Final Review & Enrollment Decision**

- Together, we will review all documented and determine the best course of action regarding continued enrollment at BRICKS.

**Our Shared Goal**
This policy is designed to support, not punish, children as they grow and learn. We aim to work collaboratively with families to ensure consistency between home and school and help each child thrive emotionally, socially, and developmentally.

# Handbook Affidavit

My signature on this form verifies that I have read the BRICKS Early Learning Center Parent Handbook located at www.brickselc.net and that I agree to abide by the policies stated therein.

Printed student name: _____

Printed parent name: _____

Parent signature: _____

Date: _____